

Approved Minutes 3-17-2009



**New England Society of American Foresters (NESAF)
Executive Committee (EC) Meeting
Tuesday, March 17, 2009**

Location: Holiday Inn by the Bay, Portland, ME

Members present:

Joseph P. Barsky	Connecticut State Representative
Deborah Boyer	Website Administrator
Roger Dziengeleski	Council Representative
Andrew Fast	Secretary
Don Floyd	Canadian Representative
George Frame	Immediate Past Chair
Peter Greeno	Membership Chair
Dana Hachigian	Treasurer-in-Training
James Harding	Forest Science Coordinator
J Peter Howland	New Hampshire State Representative; Policy Committee Chair
Ron Lemin Jr.	Chair
Margaret Machinist	Co-Editor of NESAF News Quarterly
Scott Machinist	Co-Editor of NESAF News Quarterly
Spencer Meyer	Maine State Representative
Ed O'Leary	Vice-Chair
Larry Rousseau	Treasurer
Randy Stone	Massachusetts State Representative; Awards Chair
Kurt Zschau	Vermont State Representative

Guests:

Bernie Hubbard	President, Society of American Foresters
Louise Murgia	Director, Field Services, SAF

Members not present:

Paul Dolan	Rhode Island State Representative; Nomination Chair
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Meeting opened by NESAF Chair, Ron Lemin Jr. at 4:18 PM

A. Standard items:

Sign in sheet (Fast) - verify contact information: The standard sign-in sheet was circulated.

Welcome: Ron L. welcomed all present. No introductions were necessary

Antitrust statement: The antitrust statement was presented.

Add/Adjust agenda: Because some EC members were at the Regional Leadership Academy, which was running concurrently, there were some changes to New Business; the Business Meeting Agenda was moved to one of the last spots. The NESAF website was moved to the 2nd to last spot and the budget approval was moved to the last spot. Spencer M. added "Pay Pal" as an agenda item under New Business.

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Corrections/Additions for the January 21, 2009 EC meeting minutes (Fast): No corrections or additions were suggested. *A motion was heard from Ed O'L. to accept the meeting minutes; a second to the motion was heard from Pete H. The question was called and the motion passed unanimously.*

Treasurer's Report (Rousseau): Larry R. distributed the NESAF Net Worth Report as of 3/17/09 and the budget report as of 3/17/09.

The Net Worth Report reflects the latest CD that came due on March 13, 2009. \$1998.46 has been withdrawn leaving more than \$25,000 in the NESAF FUND. \$25,000 was generated during the 1995 convention and must be left in a CD until a there is a vote from membership to do otherwise. The NESAF fund earning account generates money for grants. Close to \$2,100 should be available in September 2009. The Budget Report as of 3/17/09 is three pages. Line items that are "starred" denote additional information about that line item on the third page.

Under income, 2009 winter meeting returns are \$3,133.34. This is 2008 winter meeting income that came in 2009. Dues payments are just over \$5,500 to date.

Expenses to date include half the 2008 *News Quarterly* editor stipend (\$299.50), which was paid to Brad Wyman in 2009. As a result, the revised 2009 stipend reflects an additional \$299.50 being paid out. The online elections invoice from national is \$160.

Spencer M. asked about mailing costs. Larry R. says \$1000 is budgeted for 2009, but the EC does not know how much it will cost. Spencer M. suggested there will be a surplus in that line item; Ron L. agreed. As a point of reference, it costs approximately \$500 to mail the entire membership.

Under expenses, NESAF reimbursed Scott M. for attending the leadership academy in 2008. In 2009, there will be no grant expenses since the only grant application was rejected.

Ron L. had a question about the \$500 winter meeting expense. There was discussion about whether \$440 in 2009 winter meeting expenses should come out of the 2009 winter meeting budget or NESAF's budget. After some discussion, it was decided to remove the \$500 in the 2009 Proposed Revised Budget Winter Meeting Expense.

The 2009 Proposed Revised Budget changed Exec. Comm. General Operations line item to \$6,000. Ron L. suggested reducing the Leadership Academy line item from 2,500 to 1,500 since chapter and divisions should be providing some funds. *A motion was heard from Spencer M. to accept the Treasurer's report as prepared; a second to the motion was heard from Maggie M. The question was called and the motion passed unanimously.*

B. Old Business:

Form 990 - State compliance for 2008 (Frame, Rousseau): George F. will speak about the Form 990 at the business meeting. The Form 990 should be cheaper and easier to complete this year.

NY/NESAF 2008 Winter Meeting (Lemin Jr., Rousseau): Ron L. confirmed that NESAF was paid its share of the raffle proceeds at the 2008 winter meeting.

Integrity Award, Table until June? (Frame): The integrity award discussion will be tabled until June. Spencer M. reminded the EC that the integrity award discussion has been tabled for 2 ½ years. Randy S. informed the EC that there are extra awards and the issue does not need to be addressed this meeting; a temporary solution is in place. Ed O'L. asked whether Leo Laferriere has been contacted. George F. clarified that Leo F. will be contacted when there is less of a time crunch, i.e. after the winter meeting. There was continued discussion about the award. Ed O'L. suggested a small group of people get together to work on a solution. Spencer M. asked that the Awards subcommittee develop three proposals and report back to the EC

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93 for a vote. The subcommittee can also work to try and resolve the issue of multiple award recipients for a
94 single award. George F. suggested that solutions be presented in September rather than June. Randy S. will
95 establish a subcommittee and report back to the EC in June. The subcommittee will likely be include JP
96 B., Ed O'L., and maybe Paul D.

97
98 **History Project Update (Laustsen):** Ken L. was at Leadership Academy and the agenda item was
99 skipped.

100 101 C. NEW BUSINESS:

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103 **Review of Business Meeting Minutes from Saratoga, NY 2/28/2008:** No additions or changes
104 were made.

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106 **Business Meeting 2009, Adjust Agenda (Lemin Jr.):** Ron L. wanted to cover electronic balloting at
107 the business meeting and discuss the problems that were experienced. George F. informed the EC that
108 NESAF is still experiencing a 30-35% participation rate for voting despite switching over to an electronic
109 format. George F. asked if Louise Murgia could provide an update on the status of national SAF at the
110 business meeting.

111 112 **Standing Committee reports:**

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114 **Nominations and Election (Dolan):** Ron L. informed the EC that nominations for NESAF Secretary
115 and Treasurer as well as state positions for MA, NH, and RI need to get to Paul D. by late July. It would be
116 helpful to send them to Paul D. earlier.

117
118 **Policy (Howland):** A revised highgrading policy statement was circulated by Pete H. Pete H. checked
119 with the new policy chair at national. There is no national position statement on highgrading since there is so
120 much variation between regions and it is hard to define. Ron L. informed the EC that a national highgrading
121 policy statement is presently under discussion and the topic is being researched.

122 Position statements do not require a vote from membership.

123 At the business meeting, Ron L. will probably mention that the NESAF EC is in the process of
124 developing a highgrading position statement and the EC is open to comments from membership. Dana H. and
125 Peter G. have comments/suggestions and will send them to Pete H. Pete H. will incorporate comments
126 from the EC and email a revised draft back to the EC.

127 The Land use position statement has expired. The EC will review and revisit in June.

128
129 (Deb B., Kurt Z., and Don F. joined the EC at 5:16pm)

130
131 **Membership (Greeno):** As of January 1st, NESAF had 999 members, 350 of which had not reinstated
132 their membership. As of the end of February, there are now 1010 active memberships. There were 6
133 members lost during this period, 5 of which were members who passed away. Of the 17 members gained since
134 the turn of the year, 8 did not have prior membership in SAF and at least 1 transferred in from another
135 division.

136 Deb B. made changes to the membership webpage. Peter G. has some ideas about future needs on the
137 webpage and will work with Deb B. to implement the changes.

138 Peter G. is currently building an updated list of faculty advisors and student leaders for NESAF's
139 student chapters. While contacting student chapters for the Quizbowl, Carol Redelsheimer found that
140 national's list is not up-to-date. Once the list is updated, Peter G. will contact the chapters and possibly

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141 follow up with visits. Peter G. is looking for feedback from the EC on this idea, and he will be speaking with
142 national regarding what other chapters are doing to reach their students including but not limited to getting
143 them more active in the student congress et cetera.

144 In an attempt to get baseline information, Peter G. contacted Christopher Whited, Senior Director
145 for Marketing and Membership at National, to get membership trends. Christopher W. has launched a solid
146 campaign to raise membership numbers this year, and Peter G. has offered NESAF support. Christopher W.
147 believes that we can exceed the 15,000 member mark by the end of the year.

148

149 (Roger D. and JP B. joined the EC at 5:22pm)

150

151 (Bernie Hubbard and Louise Murgia joined the EC at 5:27pm)

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153 Ron L. introduced Louise M., Director of Field Services at SAF and Bernie H., president of SAF.
154 Members of the EC introduced themselves.

155 Ron L. wants to see what sort of retention there is from the 60 SAF student members recruited in
156 1995. Peter G. is willing to help. Ron L. suggested that Kurt Z. might be able to help as he was one of the
157 student members in 1995.

158

159 **Forest Science Coordinator (Harding):** Jim H. just sent articles to Maggie M. He has an idea for
160 next issue, forest pests, but will seek feedback from membership to see if they think something is more
161 pressing. Jim H. will make a state of the working groups talk at the business meeting. He will not solicit
162 participation but will talk about the status and leave it to membership if they want to participate or revive
163 the working groups in the future.

164

165 **NESAF Website (Boyer):** Deb B. has been updating the website in a timely manner. She has had
166 some good feedback and has sent out some "mass emails." Deb B. has been in contact with Mariann Johnston
167 and gotten contracts and other relevant information Mariann J. Deadlines have been updated on the grants
168 and awards pages, but a list of successful grants have not been added to the website. Ron L. supports
169 building up the CFE section of the website, which could include links to programs and licensure information.

170

171 **Grants (Barsky):** In order to meet grant requirements, two interim reports have been submitted to
172 date. JP B. read an update from GSD on Good Forestry in the Granite State. They are in the editing phase
173 until October and will go to print in November.

174

175 **Awards (Stone):** Randy S. will present the awards. He has the plaques and the golden awards. There
176 are two golden awards and only one will be presented at the awards ceremony. Ken L. has the certificates.
177 Ron L. has the pins. All 4 fellows will be at the winter meeting. Ron L. has paper copies of all the fellow's bios;
178 Roger D. may have digital copies. Some media are expected to be present at the awards banquet.

179 Ron L. reviewed the agenda. Nominations should get to Paul D. by August 1st. He discussed problems
180 and costs associated with field trips and insurance. Insurance will be brought up as an issue during the
181 business meeting. Roger D. affirmed that many of the issues can be avoided if information is submitted to
182 the insurance company 60-90 days early. There may be no additional cost if travel is on an insured bus. One
183 potential issue is insuring non-members. Fieldtrips may need to limit non member participation, but it is a
184 discussion that should take place with the insurance company. The Council has discussed whether there
185 should be a new insurance policy, but the cost of adding additional coverage could cost \$125,000-\$150,000.
186 Most fieldtrips will be covered if information can be provided to the insurance company early. Ron L. pointed
187 out that nonmembers can make up to 40% of the attendees at some meetings. Without including
188 nonmembers, it could be very difficult to run some meetings or have field trips.

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189 Spencer M. suggested that there should be a liaison, or the individual putting on the fieldtrip should
190 contact the insurance company. A certificate of insurance should provide all the information the insurance
191 company needs to make a determination about coverage. Spencer M. was concerned that this may
192 fundamentally change how members are served since there are so many fieldtrips. Pete H. asked whether
193 signed waivers would limit liability. Signed waivers will not limit liability.

194 Bernie H. reiterated Roger D.'s earlier comments. Minnesota SAF has been able to continue field
195 trips without any added cost. However, they need to provide information about the event to the insurance
196 company 60-90 days early.

197 During the Treasurer's Report, there will be information on the Form 990. George F. shared his
198 pleasure with the website mailing list. He thinks it has been very successful illustrated by an email that went
199 out to GSD notifying them about some potential changes to the New Hampshire Forestry Licensure Board.

200 5% is a quorum for the business meeting. 55 members will need to be present.

201

202 **Budget Report (Rousseau):** Larry R. passed out the Draft Budget Report for years 2007 through
203 2010 as reported March 18, 2009. 2008 actual under income is a little short on dues. The last accounting
204 ended June 30, 2008. Usually there is another quarter of payments. \$1200 of income was received from the
205 Foresters Fund Grant that was not in the original approved budget. Income in the 2009 proposed revised
206 budget shows \$5,133.24 for meeting returns; this reflects 2008 winter meeting income received in 2009.

207 The grants earning account was revised since there were no successful grant applications this year.
208 Half of the 2008 News Quarterly Editor stipend was paid in 2008 and half is being paid in 2009. Meeting
209 travel dropped from 4500 to 4000 reflecting discussion at the January 21, 2009 EC meeting. The 2008 EC
210 general operations line item is starred; the overage was approved at the December 10, 2008 EC meeting for
211 travel costs. The 2009 proposed revised budget for the EC general operation line item is increased to
212 \$6,000 dollars reflecting actual costs. The administrative assistant line item in the 2009 proposed revised
213 budget has been reduced to zero for personnel and \$125 dollars for expenses.

214 Discussion ensued about zeroing out winter meeting expenses and the decision was to zero it. The
215 Leadership Academy line item will be reduced to \$1000 from \$2,500. The \$1,000 advance on the winter
216 meeting is not calculated as income for the annual meeting. Don F. asked for clarification on the accounting
217 expenses from 2008. George F. explained that the time commitment for the Form 990 exceeded the EC's
218 expectations. Only 10 hours were budgeted. The NESAF grant account line item is \$0 since no NESAF grant
219 is being awarded for 2009.

220

221 **NESAF News Quarterly (Machinist):**

222

223 The next *News Quarterly* deadline is March 22. June submissions should be submitted extra early.
224 Business cards with Maggie and Scott Machinist's new email address were circulated
225 (maggiandscott@myfairpoint.net). **Maggie and Scott M. will take pictures during the winter meeting for**
226 **the News Quarterly.** Maggie and Scott M. were complimented on the excellent work they have been doing.
227 It would be helpful for them if they could get more front page articles from the EC, especially if there is a
228 time crunch and few late submissions. Dan Kilborn suggested having a random forester featured in each
229 issue. Kurt Z. suggested exploring the opportunity to rerun relevant articles from another magazine such as
230 Northern Journal of Applied Forestry. Other members of the EC suggested the *News Quarterly* should
231 remain "soft news."

232

233 **State Reports (NESAF State Representatives):** State reports are shared at the business meeting.

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235 (The EC took a break to eat pizza)

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237 SAF Council Report (Roger D.): Wild Acres continues to be an issue. Some area residents wish to have the
238 property designated as a historic property. SAF is opposing this effort in order to retain the asset value of
239 the property. There is a new computer system that is being updated at national. It will provide more member
240 services and integrate information better than the existing system. The system will be up in 6-9 months.

241

242 **Chair Potpourri (Lemin):** Ron L. had no additional agenda items.

243

244 **Other items for the good of the order:** Spencer M. informed the EC that the Maine chapter is
245 exploring PayPal as a method to register and track program participants. It can also be used to accept
246 payment. Spencer M. was looking for feedback from the EC. Specifically, if other chapters/divisions had
247 tried anything similar and if there are tax implications. Don F. has done something similar and it worked out
248 well.

249 Kurt Z. raised the idea of a single platform that all chapters/divisions could use. There were
250 concerns that it might add extra steps and a local unit effort may be easier. Ron L. mentioned that PayPal
251 transaction fees cannot be charged to participants. They should be incorporated into the registration fee.

252

253 **Calendar: The NESAF EC will next meet on June 10, 2009 9:30am at Cabela's in Scarborough, Maine.**

254 Wednesday, September 23, 2009: Concord, NH: 9:30am-3:00pm

255 Thursday, December 17, 2009: Concord, NH: 9:30am-3:00pm

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257 *A motion to adjourn was heard from Jim H. A second was heard from Maggie M. The question was called and*
258 *the motion passed unanimously. The meeting adjourned at 7:35pm.*

259

260 *Respectfully submitted,*

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262 *Andrew Fast, Secretary*